



DEPARTMENT OF THE ARMY
HEADQUARTERS, 2ND INFANTRY DIVISION
UNIT #15041
APO AP 96258-5041

REPLY TO
ATTENTION OF:

EAID-CG

11 JUL 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #23, Volunteer and Public Service Awards

1. This is a new policy, effective immediately. It remains in effect until rescinded or superseded.

2. References:

a. President's Volunteer Service Award Program.
<http://www.presidentialserviceawards.org/tg/pssa>.

b. Title 5, Code of Federal Regulations, Part 451.

c. Executive Order 12830, Establishing The Military Outstanding Volunteer, 9 January 1993.

d. DoD Instruction 1100.21, Voluntary Services in the Department of Defense, 11 March 2002.

e. AR 608-1, Army Community Service Center, 22 December 2004.

f. USFK Command Policy # 23, Volunteer and Public Service Awards, 9 June 2006.

3. This policy applies to all 2ID military, civilian employees, and family members.

4. Volunteer recognition is commander and leader business. Volunteers make tremendous contributions within the 2ID footprint. They do more than accomplish specific tasks; they demonstrate compassion, commitment, and enthusiasm. In doing so, they help sustain and enrich our lives, while helping us do our jobs. Their success in helping us accomplish our missions and enhancing our quality-of-life programs should be officially recognized. Service Component Commanders are encouraged and empowered to recognize the great efforts of volunteers with appropriate official awards.

5. Preparing nominations for awards is not difficult. While the criteria across the Services varies, a decision to make a volunteer or public service award can be based on contributions, performance, or even an accumulation of hours worked. Regrettably, some commands only see the recorded accumulation of "hours volunteered" as the only

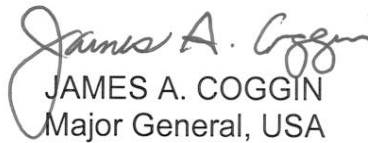
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criteria for recommending an award. This is unfortunate and improper, as volunteers can contribute in a variety of important and selfless venues and never have their hours officially counted. Volunteers should be recommended for an award because they deserve it, not solely because of recorded accumulated hours. If my signature is desired on one of these awards, nominations must be submitted to the G1 at least 45 days before the intended presentation date.

6. Our volunteers often work behind the scenes. Because of this, their accomplishments could be unrecognized. Don't let this happen in your organization. It is a command responsibility for commanders and leaders at all levels to give these selfless individuals the recognition they deserve by nominating them for volunteer and / or public services awards. This recognition will demonstrate that we appreciate those who selflessly dedicate and volunteer their time to help make our lives better.

7. Questions regarding this policy should be directed to the 2ID ACoS, G1, DSN 732-6131.


JAMES A. COGGIN
Major General, USA
Commanding

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